

Adopted: September 2001 , Revised: _____**Class Title: Chief Deputy Real Estate Assessor****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Plans and directs the appraisal of all City property. Manages the assessment program, provides assistance with special projects, implements computer systems, and assumes responsibilities in the Assessor's absence.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	L	Manages the assessment program by reviewing ratios, supervising employees, providing direction and guidance, allocating work and resources, generating reports, reviewing work performance, developing office procedures, providing training, and performing computer analysis.
2	L	Provides assistance with special projects by reviewing complex appraisals for errors and omissions, analyzing sales, directing projects, and providing detailed information and analysis
3	S	Develops and implements software improvements by writing procedures, and analyzing the impact of changes.
4	S	Assumes responsibilities in the Assessor's absence by responding to inquiries, and resolving problems.

Adopted: September 2001 , Revised: _____**CLASS REQUIREMENTS:**

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent.
Experience	Five years experience in Real Estate Appraisal.
Certifications and Other Requirements	Valid Driver's License. Extensive course work in real estate appraisal and administration. Appraisal designation from the National Appraisal Organization preferred.
Reading	Work requires the ability to read city and state codes, documents, reports, and correspondence.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division, algebra, and calculus.
Writing	Work requires the ability to write reports, correspondence, and documents.
Managerial	Managerial responsibilities include implementing supervisory changes, writing assessment procedures, and resolving personnel matters.
Budget Responsibility	Researches for documents, compiles data for computer entry, and/or enters or oversees data entry and has responsibility for monitoring budget expenditures (typically non-discretionary expenditures) for a work unit of less than bureau size.
Supervisory / Organizational Control	Work requires managing and monitoring work performance by directing subordinate supervisors or administrators, including making final decisions on hiring and disciplinary actions, evaluating program/work objectives and effectiveness, and realigning work and staffing assignments, as needed.
Complexity	Work is governed by broad instructions, objectives and policies. Work requires the exercise of considerable initiative and independent analytical and evaluative judgment.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

Adopted: September 2001 , Revised: _____**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	Light X	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Making presentations, appraising property, office equipment
Sitting	C	Computer, desk work, driving
Walking	F	Appraising property
Lifting	R	Equipment, supplies, paperwork
Carrying	R	Computers and electronics
Pushing/Pulling	R	Doors, chair
Reaching	F	For equipment
Handling	F	Equipment, supplies, paperwork
Fine Dexterity	C	Computer keyboard, calculator, drawing
Kneeling	O	Appraising property
Crouching	O	Appraising property
Crawling	R	Appraising property
Bending	O	Appraising property
Twisting	O	Appraising property
Climbing	O	Ladders
Balancing	O	Ladders
Vision	C	Reading, computer, driving, observing properties
Hearing	C	Staff, supervisor, public, telephone
Talking	C	Staff, supervisor, public, telephone
Foot Controls	F	Driving
Other (specify)	N	

Adopted: September 2001 , Revised: _____**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Desktop and laptop computer, Standard Microsoft Windows and Office software, CAMA, measuring tape, measuring wheel, calculator, drafting tools, various scales

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	N
Chemical Hazards	N	Extreme Temperatures	S
Electrical Hazards	N	Noise and Vibration	N
Fire Hazards	N	Fumes and Odors	N
Explosives	N	Wetness/Humidity	S
Communicable Diseases	N	Darkness or Poor Lighting	N
Physical Danger or Abuse	M		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	--

(1)

(2)

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	N
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	R
Other (see 3 below)	N

(3)